

# **City of Brooklyn**

## **2013 Service Director's Report**



**John Verba**  
**Director of Public Service**

**Tom Bruzek**  
**General Foreman**

**Martin Rini**  
**Road Foreman**

February 27, 2014

Dear Mayor Balbier and Members of Council:

Enclosed is the 2013 annual report from the Director of Public Service. The City of Brooklyn completed several major projects this past year which included a new roof at City Hall, a renovated cardio room at the Recreation Center, planting of 85 trees on Southwood, Winter Lane and Archmere, and \$779,559.18 in major repairs to the streets of Brooklyn.

The Service Department remodeled the Police Station shooting range and converted it into a property room. For the second straight year they also undertook the task of striping the streets of Brooklyn. The workers at the Service Garage completed 1,394 job assignments that included emergency road repairs, tree planting and maintenance, street sweeping, grass cutting, sewer and building maintenance, sidewalk repairs and the repair of damage to property complaints. More work was able to be completed because we did not have to pull crews off of other daily assignments.

More detailed information relating to the projects that were undertaken this past year are presented in the following pages.

Sincerely,

John Verba  
Director of Public Service  
City of Brooklyn

## 2013 CITY OF BROOKLYN MUNICIPAL SOLID WASTE FIGURES

MONTH	DAYS	TONS	DAILY AVG	FEES
JANUARY	21	250.06	11.91	\$ 10,575.04
FEBRUARY	19	199.07	10.48	\$ 8,418.67
MARCH	18	214.03	11.89	\$ 9,051.33
APRIL	21	279.70	13.32	\$ 11,828.51
MAY	22	295.23	13.42	\$ 12,485.28
JUNE	20	245.31	12.26	\$ 10,374.16
JULY	22	296.18	13.46	\$ 12,525.45
AUGUST	22	257.45	11.70	\$ 10,887.56
SEPTEMBER	20	256.18	12.81	\$ 10,833.85
OCTOBER	22	275.10	12.50	\$ 11,633.98
NOVEMBER	18	244.38	13.58	\$ 10,334.83
DECEMBER	20	271.82	13.59	\$ 11,495.27
TOTALS		3084.51		
JANUARY		0.5		
<b>OVERALL TOTAL</b>	<b>245</b>	<b>3,085.01</b>	<b>12.59</b>	<b>\$ 130,443.92</b>

## 2013 CITY OF BROOKLYN RECYCLE TOTALS

	DAYS	TONS	REVENUE	PER TON
January	19	57.99	\$ 875.56	\$ 15.10
February	16	40.13	\$ 742.00	\$ 18.49
March	16	40.62	\$ 840.43	\$ 20.69
April	18	49.93	\$ 976.13	\$ 19.55
May	19	58.18	\$ 1,012.91	\$ 17.41
June	17	40.71	\$ 719.35	\$ 17.67
July	19	51.89	\$ 795.55	\$ 15.33
August	16	57.27	\$ 449.57	\$ 7.85
September	17	46.07	\$ 361.65	\$ 7.85
October	19	49.62	\$ 389.51	\$ 7.85
November	15	42.00	\$ 329.70	\$ 7.85
December	18	60.47	\$ 474.69	\$ 7.85
TOTALS	209	<b>594.88</b>	\$ 7,967.05	
	Daily average	Monthly average		AVG. PER TON
	2.85	54.08		\$ 13.62



## 2013 CITY OF BROOKLYN COMPOST TOTALS

<b>MATERIALS COLLECTED</b>	<b>TONS</b>
<b>GRASS CLIPPINGS</b>	<b>921.00</b>
<b>BRUSH (CHIPPED AND WHOLE)</b>	<b>180.00</b>
<b>LEAVES</b>	<b>72.63</b>
<b>HOLIDAY TREES</b>	<b>6.00</b>
<b>TOTAL MATERIALS COLLECTED</b>	<b>1,179.63</b>

The curbside compost program helped save the City over \$49,886.55 in landfill tipping fees.

## 2013 CITY OF BROOKLYN CUYAHOGA COUNTY SOLID WASTE DISTRICT PROGRAM TOTALS

<b>CCSWD SPONSORED EVENTS</b>	<b>TONS</b>
<b>COMPUTER ROUND UP</b>	<b>2.96</b>
<b>HOUSEHOLD HAZARDOUS WASTE</b>	<b>5.60</b>
<b>TIRE ROUND UP</b>	<b>5.01</b>
<b>TOTAL MATERIALS COLLECTED</b>	<b>13.57</b>

# **2013 SERVICE DEPARTMENT WORK ORDERS**

In the past, the Service Department did not have a program in place to keep track of the calls from the residents. This is the second year that we were able to track our complaints and job assignments. Through a program called Sundance Systems. The program helps monitor the progress of the complaint.

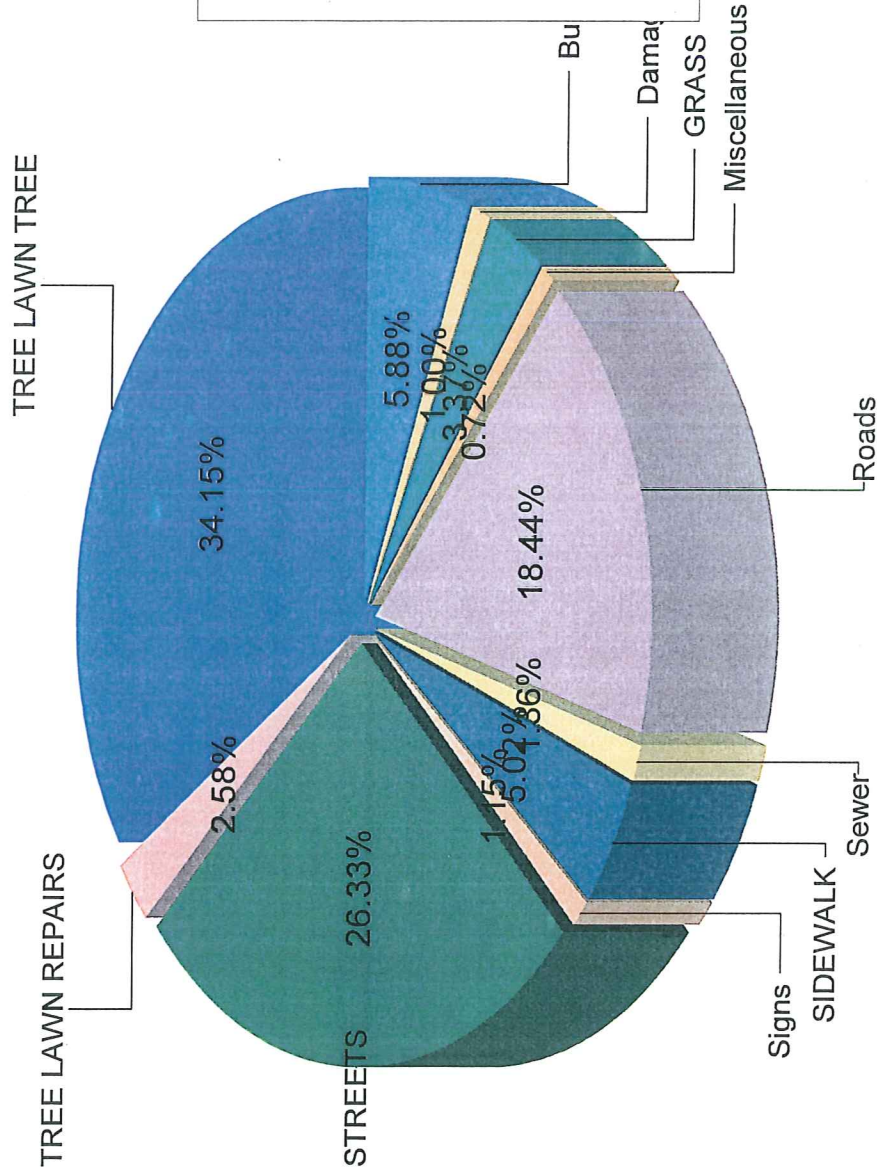
The Service Department responded to 1,394 complaints. The tasks include, tree maintenance, street sweeping, road repairs, damage to property, tree lawn repairs, sewer and building maintenance. The majority of the calls are tree maintenance, street repairs and street sweeping. With the additional part time workers and automated rubbish truck, our tree maintenance program was able to respond to 476 complaints. For the first time in years, they were also able to plant 85 trees for residents on Southwood, Winter Lane and Archmere.

The total brake down of work orders by category is displayed in the pie chart on the following page.

# SRV - Work Orders By Category Pie Chart

Work Order Date Range: 01/01/2013 To 12/31/2013 Category: 00000 To zzzz

## Total Work Orders by Category



Building	82	5.88%
Damage To Property	14	1.00%
GRASS	47	3.37%
Miscellaneous	10	0.72%
Roads	257	18.44%
Sewer	19	1.36%
SIDEWALK	70	5.02%
Signs	16	1.15%
STREETS	367	26.33%
TREE LAWN REPAIRS	36	2.58%
TREE LAWN TREE	476	34.15%
Total:	1394	100.00%

# 2013 VEHICLE MAINTENANCE REPORT

The Service Department started to keep track of the expenditures on each city vehicle. This will help us assess the value of the vehicle and determine its longevity. By keeping track of the cost associated with each vehicle we can determine that it may be more cost effective to purchase a new vehicle.

DEPARTMENT	PARTS	LABOR	TOTAL
FIRE	\$ 43,692.67	\$4,761.75	\$48,454.42
POLICE	\$ 9,994.58	\$3,972.02	\$13,966.60
RECREATION	\$ 8,567.90	\$3,044.40	\$11,612.30
SENIOR CENTER	\$ 1,473.40	\$ 856.60	\$ 2,330.00
SERVICE	\$ 73,893.43	\$26,894.30	\$100,787.73
GRAND TOTAL	\$137,621.98	\$39,529.07	\$177,151.05

The following **increases** in the department's repairs were seen compared to the repairs made in 2012:

Fire: \$19,080.01  
Recreation: \$ 2,200.14  
Senior: \$ 1,775.03  
Service: \$50,691.42

An increase of \$ 66,689.61 was spent on vehicle repairs in 2013. One of the reasons for the increase was the fact that we added a mechanic to our staff and we were able to complete more repairs in house. We were also able to keep up with the daily maintenance of our vehicles which had been neglected the past few years due to the shortage in staff. Another more telling reason for the increase is that our fleet is getting older and older. Several of the repairs that we had to make this year were so called "big ticket items". An individual breakdown per vehicle can be obtained upon request.



# 2013 STREET STRIPING

The City of Brooklyn corroborated with the City of Brook Park this past year to do their own street striping. With the addition of 5 part time workers, we were able to have the necessary man power to complete the job. Beginning in June, we sent 2 full time workers to assist the City of Brook Park for 2 weeks. In return Brook Park let us use their truck and 2 men for approximately 50 hours of work. With the past election in the City of Brook Park, this working relationship may be in jeopardy.

We shared part of the cost to rent the machine with Brook Park which equated to \$2,500. Our men spent approximately 636 hours on this project which included their time spent with the City of Brook Park. The actual cost for full timers at \$24.41 an hour comes to \$15,524.76. As I mentioned above, this would not have been possible without the addition of the part time workers. I interpret the cost of staffing this project as the full time personnel would still have been employed in some capacity if we did not do the street striping ourselves. If we would figure the part time hours of 636 at \$9.00 an hour we would spend \$5,724.00. Again, I am using this rational because they would be replacing the full time workers. Depending on how you interpret this program, either \$15,524.76 or \$5,724.00 would be spent on labor.

The following table shows our expenses this past year.

GLASS BEADS		\$2,760.00
PAINT		\$7,981.57
RENTAL	MACHINE	\$2,500.00
<b>TOTAL EXPENSES</b>		<b>\$13,241.57</b>

Back in 2011, Traff Tech did our street striping for \$48,252.50. By doing it ourselves we saved \$35,010.93 in material.



# 2013 ROAD REPAIR

In 2013 the City of Brooklyn repaired Northcliff, Glencoe, west of Ridge, North Amber, the intersection at Idlewood Drive and Autumn Lane, Associate Avenue and the west parking lot at the John M. Coyne Recreation Center.

The total cost of the completed construction, including the engineering was \$881,044.93.

The City of Brooklyn's in house street repair crew poured over 174 yards of concrete on various repairs throughout the city. The crew used over 60 tons of hot mix and 61 tons of cold patch on emergency repairs as well. In comparison, last year the crew poured 131 yards of concrete and 25 tons of hot mix and 27 tons of cold patch on emergency repairs. Another example of how added man power helped to get more work completed. The tree crew and concrete crew are usually the 2 crews that get pulled off of their jobs when we are short handed. With the additional part timers they were able to stay on track and get more accomplished in 2013.

Once again, we tried to repair a section of the sidewalks in a particular area in the city. The streets that the crew was on for sidewalk repairs were Fairway, Shady Lane, Glen Daniel Circle, Summer Lane and Outlook Drive. All in all, 31 homes in Brooklyn had their sidewalks repaired. The city spent \$6,536.71 on material to repair the residential sidewalks in 2013. The city spent \$4,565.00 in 2012 on sidewalk repairs.

The Cement Crew also poured a concrete pad at the Senior Center patio which took 11 yards of concrete. When they completed the patio area they poured another 22 yards of concrete for the sidewalks at the Center. The city spent \$3,465.63 on materials for concrete repairs at the Senior Center.

The Cement Crew also had to repair several water openings. The City of Brooklyn was reimbursed \$16,943.15. In 2012, the City was reimbursed \$11,622.69.

Once again, I would just like to mention how valuable it is to have a crew that can respond to a resident's complaint immediately. This would not be possible without additional man power. Our in house crew does a tremendous job!

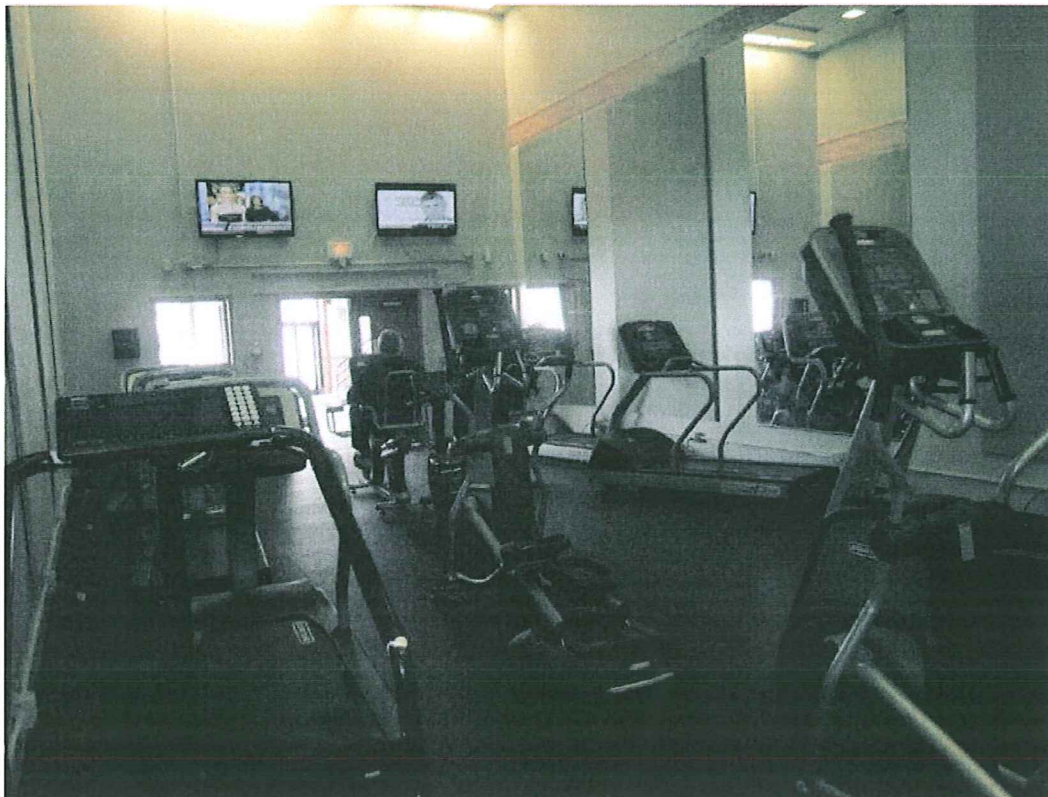
Last year at this time we had only 3 water main breaks that we had to repair. With the terrible winter we had this year we already have 8 and the list will grow. When the weather breaks, our crew will be backed up with work to complete.

# 2013 IMPROVEMENTS TO CITY BUILDINGS

## CITY HALL ROOF

The Garland Company/Design Build Solutions under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) and U.S. Communities was responsible for the 2013 City Hall Roof Project. The City elected to just have the City Hall portion of the roof bid out due to the uncertainty of the old fire station possibly becoming the new police station in the future. The competitive bid was held on March 4, 2013. Terik Roofing was awarded the bid with a bid price of \$ 310,238.00. The original budget amount for this project was \$475,000.00. By having the bid take place in the first quarter of the year, the bids came in substantially lower than expected because contractors were trying to line up work for the year. The City saved an estimated \$164,762.00. I would like to see the City take a more active position in the future to bid out expensive projects earlier than normal so that we may get a more beneficial price.

## RECREATION CENTER CARDIO ROOM



The City of Brooklyn was fortunate to be able to renovate our old racquetball court into a new cardio room. This was made possible by the generosity of Edward



Domino who left the city \$77,000.00 in a trust for this project. The original bid for the project went out on February 28, 2013 and all bids were rejected because of informalities in the process. It was re-bid on March 21, 2013 and White House Construction was awarded the bid with a bid price of \$47,700.00. Lawler Construction was actually the lower bidder by \$400.00 but White House was able to complete the job in a shorter period of time. White House was the contractor that completed the renovation of the Senior Center bathrooms and we were extremely happy with their workmanship. There was one change order in the project that made the overall construction costs \$ 49,500.93.

The following equipment was added to make it a complete cardio exercise room: 3 treadmills, 2 star track cross trainers, 1 adjustable pulley machine, 1 bicep/triceps machine, 1 ab/low back machine, 2 recumbent bikes, 1 adjustable bench and 1 rope climber. Some of the machines were put in the weight room in the natatorium and some treadmills, ellipticals and bikes were brought over to the new cardio room. A Big Ass Fan was put in for ventilation as well as 2 TV's. The total cost of the renovation project was \$91,927.93. The City of Brooklyn supplied an additional \$14,927.93 to finish the project.

### **POLICE STATION PROPERTY ROOM**

The Police Department changed their shooting range into a property room. Our skilled craftsmen from the Service Garage completed this project during the winter.

